

WESS Safety Authority



WESS

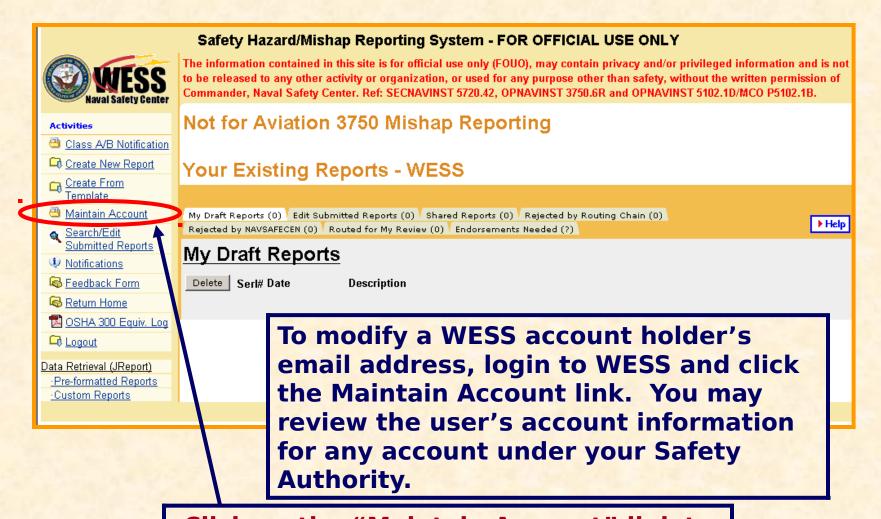
Module SA-5

SA Functions

Modify Existing
User Email
Address



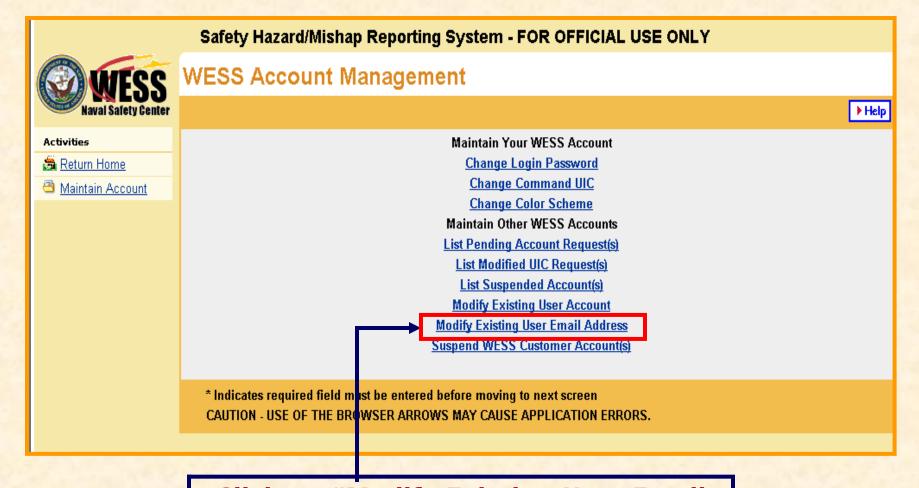
WESS Account Management



Click on the "Maintain Account" link to view the SA Account Management Menu.



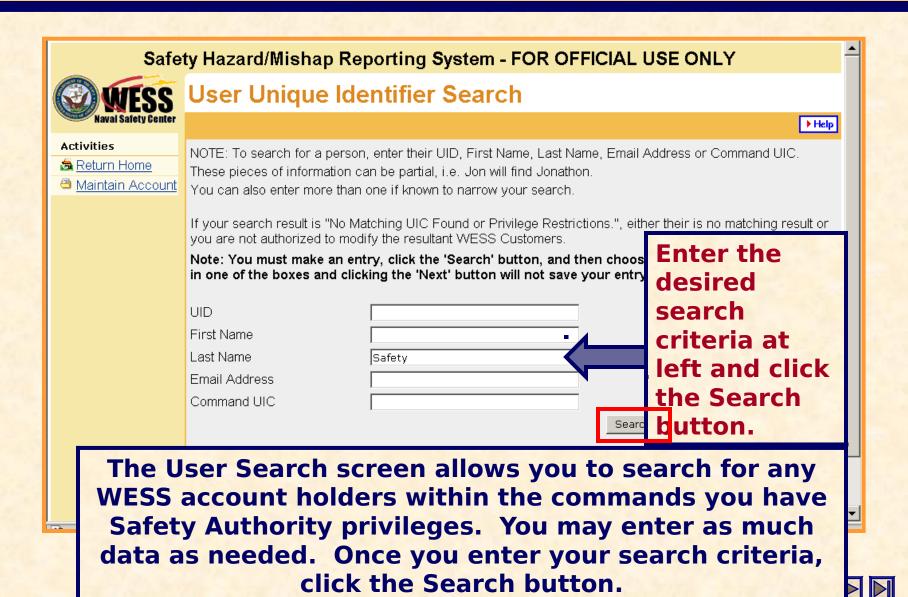
WESS Account Management



Click on "Modify Existing User Email Address" to open the next screen.



Searching for a User's Account



Selecting the Account to Modify

Activities	NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC.
👼 <u>Return Home</u>	These pieces of information can be partial, i.e. Jon will find Jonathon.
Maintain Account	You can also enter more than one if known to narrow your search.
	If your search result is "No Matching UIC Found or Privilege Restrictions.", either their is no matching result or you are not authorized to modify the resultant WESS Customers.
	Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.
	UID
	First Name
	Last Name Safety
	Email Address
	Command UIC
	Search
	Select UID Entry
\rightarrow	
	* Indicates required field must be entered before moving to next screen
	CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS. PREVIOUS SECTION OR SCREEN Next
One or more search results will be displayed above.	
Select the WESS account you wish to modify by clicking	
the radio button, then click the Next button.	

Modifying the Email Address

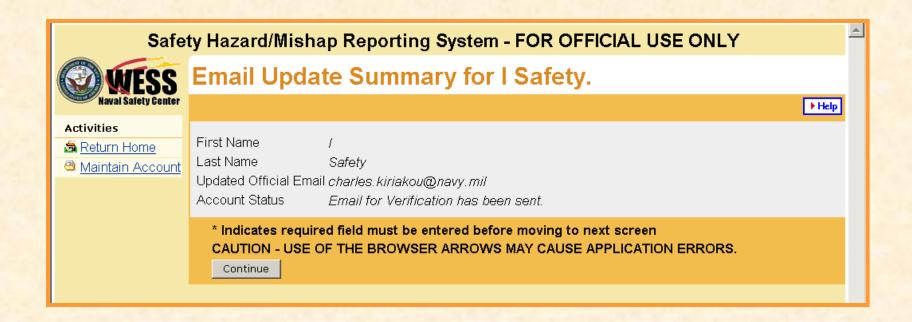


Please note that this WESS account will be locked until the User verifies their new email address. The WESS customer will receive an Email at their new email address requesting verification. Once they complete verification and reply, their new Email address will be updated in WESS and they will have access to WESS.

Click the "Submit" button to Continue.



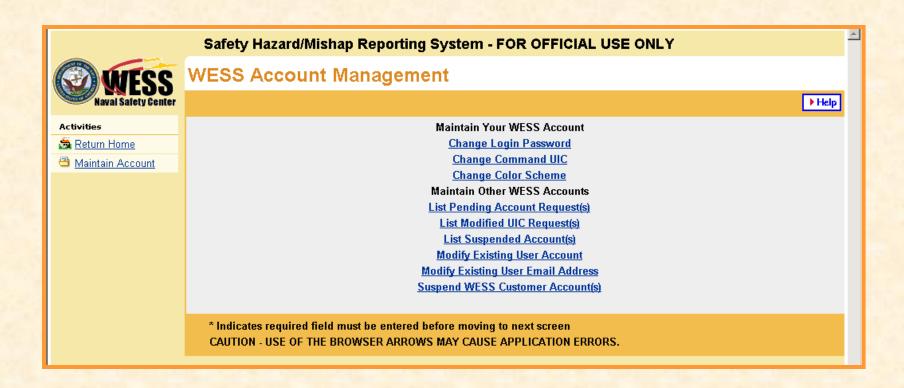
Summary of Changes



An action summary page is displayed. Click Continue to return to Maintain Account menu.



Action Complete



When the address change is complete, WESS returns to the main account maintenance window.





WESS



Within WESS, there is context-sensitive Help available on each screen.

✓ If additional assistance is desired, submit a WESS Help Form at:

http://safetycenter.navy.mil/wess/helpform.htm,

✓ Submit an online Feedback Report from the WESS Main Menu, or

✓ Contact the WESS Help Desk at:

Coml: 757-444-3520 ext 7048: DSN: 564-3520, ext 7048



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